Chapter 8

AUTORIF Extract

Chapter Overview

Introduction   This chapter explains how to create an AUTORIF Extract File. The extracted data is uploaded into AUTORIF to produce a Retention Register for Reduction-in-Force (RIF) purposes. AUTORIF is a separate application and operates externally using data extracted from the modern DCPDS.

Chapter Contents

See Also   The AUTORIF User Guide for detailed instructions on how to upload the extract file into AUTORIF.
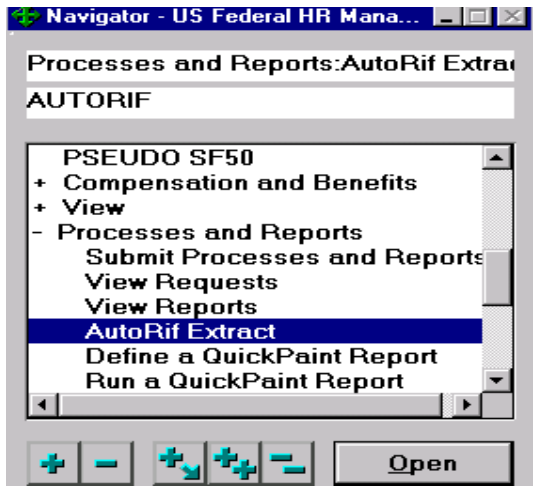
Before you Begin

- Components will determine who has access to the AUTORIF Extract File.
- Normally, employee records will be reviewed and corrected prior to running the extract file.
- If an employee record is updated or corrected after the extract is produced, it may be necessary to create a new extract file prior to running AUTORIF (depending on your RIF cut-off date).
- You can change the data within the extract file, but the data is not changed in the modern DCPDS database. To change the database, you must go into the system to make the change and then rerun the extract file.

Creating an AUTORIF Extract File

Purpose	This section guides you through the steps for creating an AUTORIF Extract File.
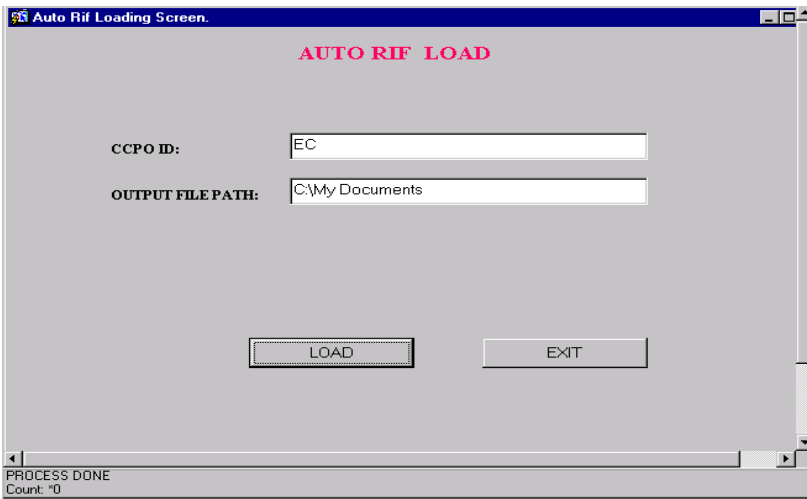
Creating an AUTORIF Extract File

Step	Action
1	On the **Navigation List** → *Processes and Reports* → *AutoRif Extract* → **<Open>**.
2	The **Auto Rif Loading Screen** displays:

Creating an AUTORIF Extract File, Continued

Creating an AUTORIF Extract File (continued)

Step	Action
3	In the *CCPO ID* data field, type in the CCPO ID, such as EC and the hard drive directory name that you can write to in the *Output File Path* data field. Example: C:\AutoRif\Extract\. **Note:** If you write more than one extract, be sure to use a different directory name, otherwise, it will overwrite the first one.
4	Click **<LOAD>**. This puts information from the database into an extract file. This is a repository for "holding" the records to be used for AUTORIF.
5	A message box displays stating the process is done. **Forms** ✕ ❌ PROCESS DONE OK Click **<OK>**.
6	The **AUTORIF Loading Screen** displays with the Message Line indicating "Process Done". Auto Rif Loading Screen. **AUTO RIF LOAD** CCPO ID: EC OUTPUT FILE PATH: C:\My Documents LOAD EXIT PROCESS DONE Count: *0 Click **<EXIT>**.

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